

The Secretary of Commerce is responsible for ensuring that the resources of the Department are effectively used and administered. Over 33% of the Department's budget is spent through contracts and purchase orders. The Office of Management and Budget through its Office of Federal Procurement Policy has issued a letter ([OFPP-05-01](#)) stating that CORs are part of the acquisition workforce. The letter further elaborates that the Chief Acquisition Officer (CAO) is responsible for the "manage(ment of) the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies" and "the maintain(ence) and manage(ment of) consistent agency-wide data on those serving in the agency's acquisition workforce."

The Department is seeking to develop an acquisition community that focuses on outcomes and performance, partners with customers and industry, and facilitates innovative, streamlined, and flexible business arrangements by effectively leveraging technology and commercial best practices, that result in program and mission success. Part of this community is the Contracting Officer's Representative (COR) who is a program person with the technical expertise on the goods and services being bought.

CORs must work with Contracting Officers to ensure we are spending the taxpayers' dollars wisely. To this end we want to make sure the right training is provided to key members of the acquisition team.

In an effort to assess the training already provided and determine future training needs, the Office of Acquisition Management and Financial Assistance (OAMFA) created the Workforce Assessment Database, a Department-wide tool for collecting and reporting acquisition workforce information. The database is a web-based tool designed to collect standardized training, education, contract warrant, and certification information about employees who acquire and manage goods and services. The team that developed the database included representatives from Acquisition, Human Resources, General Counsel, and Information Technology. All data entered in the database is secured through encryption technology. Controls have also been put in place to ensure the privacy of personal information in the database and all the security

controls for the database have been validated and approved via the certification and accreditation process.

In order to facilitate the identification of individuals in the DOC COR community as well as complete a skills inventory of that community, OAMFA is asking each individual who manages a contract, purchase order, delivery or task order to complete the hardcopy COR Profile. Once the information on the hardcopy profile is validated, it will be entered into the Database. After initial population of the Database by OAMFA, individuals will be given access to the system and asked to maintain and update their information at least yearly. Once populated, the Database will provide managers with up-to-date information needed to make informed budgeting, staffing, training, and employee development decisions, as well as monitor the availability of staff certifications and specific skills sets necessary to manage the Department's many contract requirements. The database will help to ensure that the Department has the right resources on the right projects and any training and skill gaps can be identified and filled.

To ensure the privacy of the COR information, OAM worked with the Privacy Officer and the Office of General Counsel to obtain clearance and publishing of an amendment to Commerce/Department System 18: Employees Personnel Files Not Covered by Notices of Other Agencies for the Workforce Assessment Database. The notice was published in the Federal Register on Monday, September 27, 2004 and appeared for 30 days. No comments were received in response to the request for comments. As required by a law, a final notice was published adopting the proposed system as final without changes and effective February 3, 2005.

OAMFA is working with each bureau's acquisition office to identify its COR community. The bureau's acquisition office is responsible for identifying the CORs and ensuring that the CORs complete their hardcopy COR Profiles. Once the COR Profiles are validated by the acquisition offices, OAMFA will enter the data into the new Workforce Assessment Database System. After the system is populated, each COR will be notified what their training requirements will be and will be able to update

their individual information.

The training requirements for CORs are outlined in the [Commerce Acquisition Manual 1301.670](#). OAMFA wants to ensure that Commerce's CORs have the appropriate skills to do their critical jobs of protecting the resources of the Department of Commerce for the American people.